



SFA Human Resources Weekly Status

For Week Ending August 25, 2000

Accomplishments:

- ☐ Received and incorporated feedback from Channels/Units on functional competencies
- ☐ Refined SFA Skill Catalog incorporating professional, managerial and functional competency comments, as appropriate
- ☐ Reviewed performance development tool selection and performance development process expectations for October 1st with Candy
- ☐ SFA selected Perform.com as the customizable web-based performance development tool to replace GPAS October 1st
- ☐ Developed materials regarding SFA HR Long-Term Plan and Performance Development Process for presentation at the Leadership Team
- ☐ Developed approach for performance development discussions with union representatives within the regions - and sent invitation to those representatives
- ☐ Drafted a Communications/Education plan identifying vehicles, audience and messaging for the roll-out/implementation of new Performance Development Process
- ☐ Drafted the transmittal memo and revised the OM Package per Calvin's feedback
- ☐ Submitted the OM Package and transmittal memo to Calvin and John for their final review and inclusion in the 'formal' approval process

Next Steps:

- ☐ Compile and submit a draft of the Skill Catalog
- ☐ Develop the business case/fact sheet for the new Performance Development Process
- ☐ Review Performance Development Process Communications/Education plan with Calvin and begin to develop/roll-out materials
- ☐ Continue to refine the Human Resources Long-Term Plan
- ☐ Meet with John Mondragon to discuss approach for developing the remaining HR Position Descriptions
- ☐ Draft Position Descriptions/KSAs for new HR positions